



RiverShare Mission Statement:

RIVERSHARE
LIBRARIES

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery and governance.

RiverShare Assembly of the Whole Committee

Moline Public Library
September 18, 2014
2:00 p.m.

Lee Ann Fisher called to order at 2:02

1. Roll Call

X indicates in attendance; gtm indicates attendance via GoToMeeting

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| Ashford University Library (Flora Lowe/Deb Duhr/Mary Heinzman/Julia Dickinson)-AUL | X |
| Bettendorf Public Library (Sue Mannix/Maria Levetzow)-BPL | X |
| Clinton Community College Library (Sally Myers/Michelle Bailey or Nancy Luikart)-CCC | X |
| Clinton Public Library (Brian Wiles/Beth Mosher)-CPL | X |
| Robert R Jones Public Library District (Jeff Stafford/East Moline Library) - CVP | |
| Davenport Public Library (KennethWayne Thompson/Amy Groskopf) - DPL | X |
| East Moline Public Library (Laura Long/Tami Cox) - EMPL | |
| Henry C Adams Library (Susan Miniel/Deb Schrader) - HCA | |
| Kaplan University Library (Marlene Metzgar) - KUL | X |
| Leclaire Community Library (Jillian Aschliman /Carina Mulcrone) - LCL | X |
| Moline Public Library (Lee Ann Fisher/Bryon Lear/Deborah Shippy) - MPL | X |
| Muscatine Community College Library (Nancy Bird Luikart/Sally Myers) - MCC | X |
| Musser Public Library (Pam Collins/Bobby Fiedler) - MUS | X |
| River Valley Library (Shelli Fehr/Teri Blake/Eric Arnold) - RVL | X |
| Rock Island Public Library (Angela Campbell/Amy Penry) - RIPL | X |
| St Ambrose University Library (Mary Heinzman/Julia Dickinson) - SAU | X |
| Scott Community College Library (Michelle Bailey/Sally Myers or Nancy Luikart) - SCC | X |
| Scott County Library (Tricia Kane/Sarah Carlin or Connie Owings) - SCL | X |
| Sherrard Public Library District (Dodie Wessel/Paula Graff) - SPLD | GTM |
| Silvis Public Library (Nancy Ashbrook/????) - SVP | X |

2. Review of Minutes

Michelle Bailey moved to approve as submitted.

Jillian Aschliman seconded.

No discussion.

All in favor.

3. Executive Committee

A. Financials– Tricia

One outgoing payment for Vonage. On September 8 RiverShare invoices were sent, receipts are returned as payments come in.

Mary Heinzman moved to approve as submitted.

Amy Groskopf seconded

No discussion.

All in favor.

B. By-laws Committee – Lee Ann

Still working on them. Next meeting will be October 3 at 1:00 at Moline. Suggestions for changes to bylaws need to be submitted to committee: Michelle Bailey, Angela Campbell, Shelli Fehr and Lee Ann Fisher.

C. Ad Hoc Staff Member Committee– Michelle

Michelle Bailey started working on RFP, and next meeting is the 30th.

D. Strategic Plan Update – Shelli

Michelle Bailey reported. Met last week and finished up what needed to be finished. Committee decided strategic plan can't be finished until bylaws update are completed.

E. Delivery Issues/Update – Lee Ann

Lee Ann Fisher talked to Mark at RAILS and let him know that we are tabling until we get a new quote from MALA.

4. ILS Admin Committee

A. Updates – Amy

Dates for upgrade for LEAP are still on track: November 3, during the day training server will be updated. November 17, overnight upgrade on production server. Reminder that you don't have to use it; or if you don't have a chance to use it before go live, you can still use the staff client as previously.

MuseGlobal: Natalie has been getting info back to database people at each library and gathering info from them.

OverDrive: integration is continuing, but a bug has come up. Tech Services had a call with Polaris and our templates are filled out and our files are ready to load once bug is worked out.

ILL module: Kim Brozovich has put in countless hours working with Polaris and OCLC to make ILL module work. Contact Kim at RI for more info. ILL module allows patrons to place their own ILL holds through the catalog. It is still staff-moderated, and allows ILL record to be seen in pac. It is a library by library decision to implement.

5. Tech Services

No report.

6. Circulation Committee

No report

7. PAC Committee

No report.

8. IT Committee

A. Web Page Committee – Eric

Web site is up and running. 2 week open registration terminated September 16. Bobby Fiedler, Eric Arnold and Bryon Lear went through registered staff to make sure all were employees of RS libraries. Next step is to evaluate calendar.

9. PR

No report.

10. Old Business

A. Telephony & Website Host

Telephony server: Eric Arnold asked Bryon Lear to pass along that he has been researching three local companies: Integrated Solutions, Sedona Technologies, and Rouse. Eric is currently waiting for quotes. Based on specs Eric provided, these three indicated that they would be able to host it. DPL indicated they could not host due to the demand of the four phone lines needed. Any feedback or other company recommendations would be welcomed.

Web site hosting will be easier to find. Committee asked if there was a priority as to whether web site vs. telephony. Bettendorf indicated that telephony would be priority due to IT staff time. Moline indicated agreement, due to the essential nature of telephony. Amy questioned whether host would offer troubleshooting

GoToMeeting. When Eric talked about cancelling, they countered with an offer of \$182 for fewer participants.

Michelle Bailey moved to approved expenditure of \$182 for 6 licenses.
Tricia Kane seconded.

Pam Collins asked about microphone quality. Currently using new microphone, and Dodie Wessel indicates that today it's working better with closer room set up. Question as to whether we could daisy chain mics. Bryon Lear said they would investigate.

All in favor.

B. Other

OverDrive Academic collection development policy was submitted. It is based on public library policy with a few differences, mainly that they are to support curriculum of colleges. The makeup of the committee for reconsideration requests limited to academic libraries.

Mary Heinzman moves to approve as submitted.
Michelle Bailey seconded.
No discussion.
All in favor.

11. New Business

A. Revisions to the IL Administrative Rules & Standards – Bryon

Concerns had arisen at Executive Committee about the IL Administrative Rules & Standards revisions. Bryon Lear reported that it turned out to be a minor issue. On September 4, the Illinois Advisory committee met. They had asked for input about a requirement to participate in statewide reciprocal borrowing. The new draft was presented and voted upon unanimously. Statewide reciprocal borrowing is recommended, not mandatory. Committee members were disappointed and indicated that conversation would continue.

Question as to whether reciprocal borrowing necessarily means sharing an ILS. The opinion was put forth that it does not.

Concern arises because RiverShare is not recognized part of RAILS.

Question was raised as to when the policy would be reviewed. Rules don't get updated often, so probably not very soon.

Question raised as to whether Chicago would be included in the state-wide system.
Unknown.

Document is available through RAILS newsletter.

B. RAILS - Unserved Illinois Residents – Lee Ann

Unserved Illinois residents: Moline is working towards addressing unserved Illinois residents. Lee Ann Fisher thinks it will be a legislative solution.

C. State Reports of IA Libraries – Sue

Maria Levetzow indicated that the State Library of Iowa has requested the RiverShare members who submit an Open Access report remove the pickup point from the report sent to State of Iowa. Christine Barth is also editing instructions as to removing pickup point from Open Access report.

D. Polaris Contract

It was noted that we are about halfway through Polaris contract, so if we are inclined to change ILS, we need to start preparing. Nancy Luikart indicated the MCC is not interested in changing ILS provider.. Maria Levetzow indicated the same. Michelle Bailey wonders if we'll get the same good deal; Mary Heinzman indicated we got a good discount originally. Pam Collins indicated that moving to a new ILS has its own not inconsiderable cost. Amy Groskopf thinks that RS members going to PUG need to determine if corporate culture will change, since the purchase by Ill.

Ill will honor existing contract, so concern is going forward. Brad Wiles asks if there would be an advantage to locking in a price early, before contract runs out. Lee Ann Fisher suggested we form a negotiation committee. Amy Groskopf and Maria Levetzow will put out feelers at PUG.

E. Assembly of the Whole Meetings – Lee Ann

Lee Ann put forward question whether we would like to go to more frequent Assembly of the Whole meetings. Maria indicated that Bettendorf would prefer more meetings. Nancy Luikart indicated that it may be better to have monthly Assembly of the Whole meetings, and then re-evaluate the need for Executive committee meetings.

Michelle Bailey moved to schedule Assembly of the Whole meetings on a monthly basis.

Maria Levetzow seconded.

Pam Collins agreed that it's critical that we meet monthly. Nancy Luikart posited that if we meet monthly it would be less crucial if we have to cancel for a monthly meeting.

GoToMeeting may be more useful in monthly meetings.

Jillian Aschliman indicated we've tried 6 meetings per year and it didn't work.

All in favor.

Monthly meetings will start with November meeting. Rest of schedule will be set at Executive meeting.

F. Other

Need a way to directly pay Vonage bill if we're moving server. Tricia Kane will investigate.

12. Other

Pam Collins went to Executive committee meeting, and thought there was confusion about what type of position we wanted. Michelle Bailey indicated she was directed to develop RFP to hire a sys admin. Survey indicated that sys admin duties would necessitate a full-time position.

Michelle Bailey indicated she thought she was writing an RFP for a contract person. Pam Collins expressed concern that Assembly of the Whole is not in agreement about the type of position needed.

Nancy Ashbrook expressed opinion that focusing on the tasks needed is more important, not so much the job title. Based on hours/tasks survey returns, the need is for sys admin, and for at least full-time, possibly more. Question was raised as to what takes most time. Amy Groskopf indicated it's implementation of new product; ongoing help desk is not as much. Maria Levetzow added that training is also a need, but it's not getting done. Significant upgrades require that committees need to read release notes and made decisions about implementation of potential changes.

Amy Groskopf asked how it would work with a contract employee if we burn through the hours we can afford before the end of the year. Michelle Bailey indicated that they hired a full-time person in order to avoid that time conflicts for a contract or part-time employee.

A meeting of the ad hoc committee is scheduled for September 30, time/location TBA, Michelle Bailey will email draft by October 2. Response from all members due by October 7 Executive Committee to Michelle Bailey and LeeAnn Fisher.

??? moved to have draft of RFP completed by October 2 and presented to Executive committee on October 7.

Jillian Aschliman seconded.

Based on comments, Executive committee will revise and present at November Assembly of the Whole.

All in favor.

13. Adjourn

Amy Groskopf moved to adjourn.

Mary Heinzman seconded.

All in favor.

Next Executive meeting October 7th @ Moline

Next Assembly of the Whole meeting November 20th @ Moline